



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204

INDIANA EMERGENCY RESPONSE COMMISSION (IERC) MEETING

3538 Mounds Rd.
Anderson, IN
46017
July 13, 2015
1:00 PM

COMMISSION MEMBERS PRESENT

James Greeson—State Fire Marshal, Chair
Bruce Palin—Designee for Commissioner of IDEM, Vice-Chair
Robert Johnson—Designee for Executive Director of IDHS
Bernie Beier—Local Government Representative
James Pridgen—Industry Representative
Clint Bundy—Designee for Superintendent of ISP (Proxy)
Dean Larson—Public Representative
Shawn French—Industry Representative

The following staff members were present:

Ian Ewusi—IDHS/IDEM
Catherine Dutton—IDHS
Madison Roe—IDHS
Brad Gavin—IDHS

The following members of the audience were present:

Allison Moore—IDHS
Todd Harmeson—Madison County LEPC
Tom Ecker—Madison County LEPC

WELCOME AND INTRODUCTION

Mr. James Greeson, IERC Chair, welcomed everyone to the meeting and determined a quorum.

QUORUM

Ms. Madison Roe indicated a quorum was present.

CONSIDERATION OF THE MINUTES

Motion to accept the minutes from May 11, 2015, was made by Mr. Larson and seconded by Mr. Pridgen.

MOTION CARRIED.

SPECIAL PRESENTATION

Mr. David Allen from Indiana Finance Authority gave a presentation on Source Water Emergency Response Plan (SWERP) and how LEPCs should be involved in this plan development. He reported that SWERP is based on Senate Enrolled Act No. 312 which requires all above ground storage tanks of capacity 660 gallons or greater to be registered to help the development of surface water quality threat minimization and response plans. He suggested the development and implementation of a tabletop exercise that includes federal agencies, state agencies, local officials, LEPCs, public health, police, fire/HAZMAT/EMS, hospital, public utilities, laboratories and news media. The tabletop exercise he noted would include several emergency scenarios that would involve all the key personnel. Mr. Allen requested the assistance of the IERC to encourage LEPCs to work with surface water utilities in their communities on susceptibility zones. Mr. Allen also suggested that the LEPCs begin talking to drinking water operators in their communities.

REPORT OF THE CHAIR

Mr. Greeson asked Ms. Dutton to provide an update of the Tier II Manager Software Contract. Ms. Dutton stated that she expected execution of the contract by August 1, 2015, and implementation of the Tier II manager system by December 1, 2015. Ms. Dutton also stated that the staff positions coming over from IDEM to support program implementation should be happening very soon since the job descriptions had already been submitted to the Strategic Hiring Committee.

Mr. Greeson reported that the Fire Marshal's Office had sent 8 people to Pueblo, Colorado, for training on preparedness for incidents during the transportation of Bakken Crude Oil. Mr. Greeson remarked how high the heat from this type of fuel is and noted that the training provided insights on how to be equipped for a fire of that magnitude. He also stated that the people who attended this training would be meeting to discuss everything that was learned and how to be better prepared for emergencies in the high hazards areas throughout the state. He noted that anyone who wanted to attend this training should talk to Mr. Joe Ramero of IDHS.

COMMITTEE REPORTS

Communications Committee—Dean Larson, Chair

Mr. Larson gave an update on the EMAI/IERC Conference that will be held October 20-23 at the Marriot East hotel and noted that the committee had voted and approved 10 award recipients. He also noted that the committee had discussed the IERC's paying for lodging/travel of the conference for members who reside more than 50 miles away from the venue.

Mr. Larson reported that he had spoken to Mr. Sherman Greer and learned that Mr. Greer would like to remain on the Communications Committee. Mr. Larson stated that the committee would evaluate Mr. Greer's meeting attendance at a later date.

Policy-Technical Committee—Jim Pridgen, Chair

Mr. Pridgen brought up the topic of the Tier II Manager Software contract and asked Ms. Dutton to elaborate further on the subject. Ms. Dutton thanked Mr. Gavin for his work on the contract with the vendor (IDSi) and reiterated the expectation of having a fully executed agreement on or by August 1, 2015.

Mr. Pridgen inquired about the status of the LEPC Assistance Grant (LAG) guidance document and noted that the document was not ready so the topic would be revisited at the next meeting.

Mr. Pridgen reported on the vendor application for addition to the planning and training resource list submitted by Badger Strategies. He reported that the application did not contain all the required information and so the committee had not approved the request. He noted that the committee would contact the vendor for the required information and then review the application at the next meeting.

Training Committee—Bernie Beier, Chair

Mr. Beier reported that Federal Resource, the vendor that provides HAZMAT IQ course, was now on the planning & training resource list. He also suggested that the commission look into approving and listing vendors that were already on the approved federal government vendor list so LEPCs would have more vendors to choose from for HMEP funded projects.

Mr. Beier also requested that Mr. Larson be added to the September IERC meeting agenda to give a presentation on NFPA 1616. The commission decided that a motion was not necessary for Mr. Beier’s request and Mr. Greeson asked that the NFPA 1616 presentation be added to the agenda for the September meeting.

Fiscal Committee—Bruce Palin, Chair

None

Motion to approve Committee Reports was made by Mr. Larson and seconded by Mr. Palin.

MOTION CARRIED.

ROSTER APPROVAL

Adams	Elkhart	Floyd	Hamilton
Jasper	Jay	Knox	Lawrence
Putnam	Ripley	Scott	Shelby
St. Joseph	Vermillion		

Motion to approve rosters was made by Mr. Larson and seconded by Mr. Beier.

MOTION CARRIED.

OLD BUSINESS

Mr. Gavin reported that he had been informed that ethics training would possibly be rolled out at the end of July.

NEW BUSINESS

Ms. Roe discussed a paperless option for conducting IERC meetings. She reported on purchasing computer tablets for use by commission members and staff at commission meetings. She noted that the tablets would be preloaded with the required up-to-date documents for each meeting and a projector would also be in use to accommodate the dissemination of the same information to the audience in attendance. The commission directed Ms. Roe to consult with IDHS Fiscal department staff to determine if the expense would be allowable and what other steps would need to be taken to make the purchases.

Mr. Palin volunteered to draft a SWERP informational letter for review and approval by the commission at the next meeting. The letter would contain information about SWERP to assist LEPCs on becoming more active with their water utility providers.

Motion to draft a SWERP information letter was made by Mr. Palin and seconded by Mr. Larson.

MOTION CARRIED

Mr. Palin then discussed investigating the cost of how much it would cost to provide SWERP tabletop exercises for the LEPCs and bring it to the commission for consideration.

Motion to investigate the cost of developing and implementing an SWERP tabletop exercise was made by Mr. Palin and seconded by Mr. Pridgen.

MOTION CARRIED.

REPORT OF THE FIELD REPRESENTATIVE—Ian Ewusi (see attached full report)

Mr. Ewusi stated that he had contacted the vendors that had requested to be included on the LEPC planning and training resource list for additional information as instructed at the May IERC meeting. He reported that Federal Resources had submitted the information requested and therefore had been added to list. He noted that McNeil and Company on the other hand had not responded to his request and so had not been added to the list.

Mr. Ewusi reported that he had visited 13 LEPCs since the last IERC meeting. He stated that 82 LEPCs had received their funding by July 1, 2015, for being compliant in the 2014 funding year. He noted that all LEPC funding allocations had been uploaded into the online system for LEPC confirmation and verification.

Motion to approve the field representative report was made by Mr. Beier and seconded by Mr. Johnson.

MOTION CARRIED

PUBLIC COMMENTS

None

NEXT MEETING

September 14, 2015, 1:00PM
Cummins Inc., Seymour Engine Plant
800 East Third Street
Seymour, Indiana 47274

ADJOURNMENT

Chair asked to adjourn the meeting at 2:30 p.m.

Motion to adjourn the meeting was made by Mr. Johnson and seconded by Mr. French.

MOTION CARRIED. MEETING ADJOURNED.

James Greeson, Chair



MICHAEL R. PENCE, Governor
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MEMORANDUM

TO: IERC Commission Members
FROM: Ian Ewusi, IERC Field Representative
DATE: July 8, 2015
SUBJECT: IERC Field Representative Activity Report

This is a report on my activities since the last IERC meeting on May 11, 2015, held in Rochester, Indiana.

FOLLOW-UP FROM PREVIOUS MEETING

Status of vendor application to be added to the LEPC Planning and Training Resource List—Contacted vendors for additional information to augment/complete application for IERC consideration.

- Federal Resources Company—Sent notice to the company’s principal for a list of HazMatIQ training instructors and their qualifications/certifications to complete their application. The information requested has since been delivered, and Federal Resources Company has been added to the list.
- McNeil and Company—Sent notice to the company’s principal informing him of the commission’s decision about the company’s application to be added to the LEPC planning and training resource list. I informed the principal that the commission would reconsider the application if all the requirements listed in the planning guidance were addressed and submitted. I have not received any additional information from McNeil and Company to date.

LEPC ACTIVITIES

Meetings Attended (13 Counties)

Decatur (5/13)
Huntington (5/27)
Whitley (6/10)
Jay (6/11)
Dearborn (6/11)

Putnam (6/12)
Fulton (6/18)
Greene (6/23)
LaGrange (6/29)
Henry (7/1)

Tippecanoe (7/2)
St. Joseph (7/8)
Vermillion (7/9)

LEPC Funding Summary Table—2015 (Based on 2014 chemical inventory fees from 4452 facilities)

Total funds for allocation (2015)		\$499,511.28
Distribution	10% Allocation for IERC	\$49,951.13
	90% Allocation for 92 LEPCs	\$449,560.15
	• Distribution to 82 compliant LEPCs	\$404,093.51
	• Amount withheld from 10 noncompliant LEPCs	\$45,466.64
IERC Funds 2015	Funds to be reallocated to LEPCs (<i>in accordance with IC 6-6-10-9(b)</i>)	\$45,466.64
	10% Allocation for IERC	\$49,951.13
	Total Funds from DOR to IERC 2014	\$95,417.77

- The following 82 LEPCs received funding from DOR prior to July 1, 2015, for meeting 2014 statutory requirements. The funding amounts have been entered into their respective online modules:

Adams	Greene	Marshall	Shelby
Allen	Hamilton	Miami	Spencer
Bartholomew	Hancock	Monroe	St. Joseph
Boone	Harrison	Montgomery	Steuben
Brown	Hendricks	Morgan	Sullivan
Clay	Henry	Newton	Tippecanoe
Clinton	Howard	Noble	Tipton
Daviess	Huntington	Ohio	Union
Dearborn	Jackson	Orange	Vanderburgh
Decatur	Jasper	Owen	Vermillion
DeKalb	Jay	Parke	Vigo
Delaware	Jefferson	Perry	Wabash
Dubois	Jennings	Pike	Warren
Elkhart	Johnson	Porter	Warrick
Fayette	Knox	Posey	Washington
Floyd	Kosciusko	Pulaski	Wayne
Fountain	LaGrange	Putnam	Wells
Franklin	LaPorte	Randolph	White
Fulton	Lawrence	Ripley	Whitley
Gibson	Madison	Rush	
Grant	Marion	Scott	

Audits on LEPC Fund Balances—I have commenced audits of all 2015 LEPC fiscal reports. The audits will entail the following activities:

1. Ascertaining that all expenditures reported are in accordance with IC 6-6-10-7(b)
2. Ensuring that all expenditures are properly recorded in the online reporting system
3. Ensuring that funds received from the state (EPCRA fees and grants) are reported and recorded in the online reporting system
4. Ensuring that year-end county auditor's reports on LEPC expenditures match LEPC-recorded expenditures
5. Ensuring that all LEPC funds held in investment accounts and derived interests are accounted for and recorded in the fiscal module of the online reporting system
6. Ensuring that my records of LEPC expenditures reconcile with LEPC fund balances

TRAINING

Computer-Aided Management of Emergency Operations (CAMEO)—2 planned

- Howard County, Ivy Tech Training Lab—August 28, 2015
- IERC / EMAI Conference—October 21, 2015
- Morgan County, Martinsville—Pending

SPILL REPORTS (EPCRA Section 304)

No EPCRA section 304 notifications reported